# TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV


**Board of Selectmen Meeting Agenda**

**Whitcomb Hall, 17 Main Street**

**April 22, 2026**

1. Call to Order – 5:30
   https://www.youtube.com/@townofswanzey7377/streams - For live streaming

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting: April 15, 2026
   B. Nonpublic Session(s): April 14, 2026, Sessions 1 & 2 & April 15, 2026, Session 1

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Current Use Application- M/256 L/35 , M/231 L/25&26, M/257 L/3, M/233 L/44
   D. Intent to Cut Application- M/106 L/62, M/106 L/59&60, M/205 L/02

5. Public Input

6. Appointments
   A. Todd Horner, SWRPC & Cody Morrison, MEDC – Presentation on Grant Opportunities
   B. Victoria Ames, Planning Chair - Commercial/industrial growth and property tax burden

7. Consideration of New Business
   A. Home Based Business Application- M/218 L/27

***SUGGESTED MOTION: I move to approve the Home-Based Business Application for map 218 Lot 27 as presented.***

   B. Consideration of Update to Home Based Business Application

***SUGGESTED MOTION: I move to amend page 5 of the Home-Based Business application to remove the Board of Selectmen as a review authority, establishing the Planning Board as the sole review authority effective April 23, 2026.***

   C. Transfer of Title – Recreation Vehicle (Ford Explorer)

***SUGGESTED MOTION: I move to authorize the Town Administrator to sign the title over to Dwayne Ronczkowsky , the highest bidder on the sale of the 2015, White Ford Explorer, as noted on the Bill of Sale.***

D. Release Elderly and Disable Tax Deferral Lien – M/218 L/109

*Pending information – *May move to consent agenda*

E. Tax Abatement- M/240 L/10 & M/254 l/1

***SUGGESTED MOTION: I move to accept the slate of Abatement recommendation from the Town's contracted assessor, Bernaiche Consultants.***

F. Upcoming End of EMS Contract

8. Consideration of Old Business
   A. Approval of Invoice for Richardson Park

***SUGGESTED MOTION: I move to authorize the withdrawal of $_____ from the Recreation Facilities Capital Reserve Fund (CRF) to pay the invoice from GDS for the removal of brush from Richardson Park.***

9. Administrative Update

10. Correspondence
    A. Letter from NHDOT - SWANZEY, X-A004(883), Project #42511 Ashuelot Rail Trail

11. Public Input

12. Non-public session pursuant to RSA 91-A:3 II as needed

13. Adjournment

**UPCOMING AGENDA ITEMS AND MEETINGS**

| | |
|---|---|
| April 29 | BOS Meeting – JB Mack, SWRPC RE: On-call Engineering Program & Potential Projects, Cathy Bergstrom, EDAC Chair – Proposal/Updates from EDAC Committee |
| May 6 | BOS Meeting – |
| May 20 | BOS Meeting – |

**CURRENT EMPLOYMENT OPPORTUNITIES:**

- Detective - Full time and/or Part time ○ Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers ○ Posting Date: Dec 30, 2024, 03:08 PM End Date: Open until filled
- On-Call Firefighters and EMTs positions ○ Posting Date: 03-04-2025 End Date: Open until filled

**PENDING BOARD MATTERS / PROJECTS**

- Online Building Permit and Code Enforcement software – Staff is working to have this implemented by the spring of 2026. Training sessions for the new online portal will be available with the Building Inspector/Code Officer for anyone who wishes to join in.

- Re-design of Town Website – Board approved a redesign of the current Town Website in the fall of 2025: Currently in the development stage – staff is working with local entrepreneurs to add some new photography to showcase some of Swanzey's finest beauty!
- Fire Station 2 Project: The project is moving along nicely: A change order was processed for an upsized generator and components; Concrete floors are scheduled to be polished the 1st week in March; Insulation and exhaust systems are scheduled to be installed after the floors are polished. The apparatus bay will likely be finished sometime in March. Project should be completed by the end of April.
- Swanzey Lake Dam –

NEW Wetland Scientist is scheduled to be on site April 7th (weather permitting). ***Flags will need to stay intact until the survey crew goes out.**

Engineering to begin once weight limits on roads are lifted.

- Christian Hill Road Bridge Replacement – Work is pending due to NEPA review which was completed in December. Design work has been progressing well but slowly. Current hold up is with the Division of Historical Resources regarding historic mitigation. As required, we listed this bridge for sale and received no bids so it can be hopefully repurposed at the Ashuelot Rail Trail to bridge one of the large washouts. We are waiting for DES approval to give clearance to move forward with design of bridge relocation. Then Hoyle Tanner has provided a scope of work and cost for design, which will be 100% funded by NHDOT as a mitigation project. The construction is scheduled to go out for bid in the early spring.
- NHDOT Rt. 32 Bridge over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. A design and cost estimate for the dry hydrant was provided to DOT on 1/28/25. Bidding for construction is now scheduled in March of '26 with construction likely in '27. A public hearing is was scheduled on March 31st at Whitcomb Hall at 5:30 pm.
- Wastewater Treatment Plant Study –

NEW In progress

- Brown Field Improvements – Ongoing research on identifying grants or other funding sources.
- The Town has applied for a Tax Clean Electricity Investment Credit to help off-set the loan on the new solar array at the WW Treatment Plant – pending approval.
- NEW The Town has applied for Congressional Direct Spending for multiple potential projects, including funding for a new DPW building, along with funding for some other potential projects.

Revised April 23, 2019

# TOWN OF SWANZEY

# HOME-BASED BUSINESS APPLICATION PACKET

PLEASE READ INSTRUCTIONS CAREFULLY

Applications for Home-Based Businesses will be processed through the Planning Board as follows:

(1) The application must first be submitted to the Town of Swanzey Selectmen for approval/disapproval for use as a Home-Based Business; and

(2) After being qualified as a Home-Based Business, the Application for Home-Based Business and an abutter list must be submitted to the Planning Board three weeks prior to the next regularly scheduled meeting.

(3) A public hearing will be scheduled and abutters will be notified by certified mail.

Fees:

Application Fee - $25.00

Legal Notice (Keene Sentinel) and Certified Mail Notice to abutters will be billed at current rates.

The Applicant will be billed prior to hearing. THE APPLICATION WILL NOT BE CONSIDERED BY THE PLANNING BOARD UNTIL SUCH TIME AS ALL FEES ARE PAID.

Revised April 23, 2019

**Section III.U. of the Swanzey Zoning Ordinance**

**U. HOME OCCUPATIONS AND HOME-BASED BUSINESSES** (Amended March 12, 2019)

**2. Home-Based Businesses** may be allowed in all districts provided that the criteria below are met:

**a.** No home-based business shall be conducted at any dwelling unless and until it has undergone Site Plan Review by the Planning Board to determine that the proposed use complies in all respects with the provisions of this ordinance and the standards set forth in the Site Plan Review regulations;

**b.** The use does not result in the alteration of the residential appearance of the dwelling unit or the lot on which it is located and is clearly incidental to its use as a residence;

**c.** The use does not result in the production of any offensive noise, vibration, light, odor, dust, smoke or other pollution external to the property and will not cause any pollutants to enter the sewer system;

**d.** The maximum number of vehicle trips permitted per day to the premises related to the home-based business shall be determined by the Planning Board on a case-by-case basis and imposed as a condition of site plan review approval. No on-street parking associated with the home-based business shall be permitted;

**e.** It is not identified by any external on-premises advertising other than a small sign not exceeding four (4) square feet. Off premises signage identifying the location of the property or home-based business shall not be permitted;

**f.** Home-based businesses may occur within the dwelling unit and/or within an accessory structure subject to the condition that the home-based business does not result in the use of any area greater than 500 square feet;

**g.** There shall be no more than 3 people (whether full or part time), at least one of whom shall be an inhabitant of the dwelling, engaged or employed in the home-based business;

**h.** The following uses may qualify as home-based businesses: Hairdressing, dressmaking, tutoring, offices for lawyers, engineers, architects, real estate brokers, accountants, mobile veterinarians, shoe

repair, light machine work and woodworking, and excluding doctors, dentists, and veterinarians.

**i.** The maximum number of vehicles permitted to be stored outside shall be determined by the Planning Board on a case-by-case basis and imposed as a condition of site plan review approval;

**j.** Any applicant proposing a Home-Based Business shall clearly and fully state the type and amount of equipment required to conduct the use and the Planning Board may limit the number of hours that any machines or equipment may be used. Expansion of the number and kinds of equipment used in the Home-Based Business will require subsequent approval from the Planning Board.

**Definition** of Home-Based Business as set forth in the Swanzey Zoning Ordinance:

**Home-Based Business:** A commercial use not otherwise permitted in the zone conducted by not more than three people (at least one of whom is an inhabitant of the dwelling), which is clearly incidental and secondary to the use of the premises for dwelling purposes and does not change the residential character thereof. See Section III.U. for additional requirements. (Adopted March 12, 2019)

**HOME-BASED BUSINESS APPLICATION**
**TOWN OF SWANZEY (REV. 4/23/19)**

**"HOME-BASED BUSINESS: A commercial use not otherwise permitted in the zone conducted by not more than three people (at least one of whom is an inhabitant of the dwelling), which is clearly incidental and secondary to the use of the premises for dwelling purposes and does not change the residential character thereof."**

**Date Received Stamp**

**Name, mailing address & telephone # of Applicant**

Abigail Latique
157 Eaton Rd Swanzey NH 03446
Phone #: (603) 757-6083

| **Tax Map and Lot #** | **Zoning District** |
|---|---|
| Map 218 Lot 27 | Residence |

**Type of Business (describe briefly)**

Home based Daycare/ Family Group Daycare (Home)

**Location of Business on property (in home, garage, attached building, etc. Attach a photograph of the area in which the home occupation is located and a site plan of property.)**

In home.

| **Proposed Hours and Days of Operation** | **Number of Full-Time Employees** 1 |
|---|---|
| Monday- Friday 7:30am - 5:30pm | **Number of Part-Time Employees** 0 |
| **Estimated Customers Per Day** 9-12 | **Parking Spaces Planned** None |

**Deliveries and/or Pickups (How many per day or week? And by what means? UPS, Pick-up, truck, large van, etc.)**

None

| **Outside Lighting (describe briefly** | **Special Licenses/Permits Required** |
|---|---|
| Outdoor lights at all entrances and exits. | NH State Childcare Program License (for over 4 children) |

**Sign – <u>not to exceed 4 s.f.</u> (describe briefly & attach copy of completed sign application)**

Small Sign reading " Abby's Tiny Blessings Home Daycare" at end of drive way.

**HOME-BASED BUSINESS APPLICATION – PAGE TWO**
**TOWN OF SWANZEY (REV. 3/31/09)**

**Fees:**

**Application Fee - $25.00**

**Legal Notice (Keene Sentinel) and Certified Mail Notice to abutters will be billed at current rates. Applicant will be billed prior to hearing. THE APPLICATION WILL NOT BE CONSIDERED BY THE PLANNING BOARD UNTIL SUCH TIME AS ALL FEES ARE PAID.**

**Date:** 04/07/2026

**Signature of Applicant**

**Signature of Property Owner**

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**FOR BOARD OF SELECTMEN USE ONLY**
**Comments:**

**The above application was ☐ approved ☐ denied for use as a home-based business by the Swanzey Board of Selectmen.**

**Date:**_____

**Chair Board of Selectmen**

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**FOR PLANNING BOARD USE ONLY**
**Comments:**

**The above application was ☐ approved ☐ denied for use as a home-based business by the Swanzey Planning Board.**

**Date:**_____

# Abby's Tiny Blessings

Home Daycare

Town of Swanzey, NH

1 inch = 70 Feet

0 70 140 210

April 3, 2026

CAI Technologies
Precision Mapping. Geospatial Solutions.
www.cai-tech.com




Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

# 100 feet Abutters List Report

Swanzey, NH
April 03, 2026

**Subject Property:**

| | | | |
|---|---|---|---|
| Parcel Number: | 218-027-000 | Mailing Address: | SNOW, MATTHEW J/SNOW, JOHN L |
| CAMA Number: | 218-027-000-000 | | SNOW, GRETCHEN M |
| Property Address: | 157 EATON RD | | 157 EATON RD |
| | | | SWANZEY, NH 03446 |

**Abutters:**

| | | | |
|---|---|---|---|
| Parcel Number: | 218-018-000 | Mailing Address: | THOMPSON, ROBERT L & ALLYN M |
| CAMA Number: | 218-018-000-000 | | 154 EATON RD |
| Property Address: | 154 EATON RD | | SWANZEY, NH 03446 |
| Parcel Number: | 218-019-000 | Mailing Address: | CRAIG, MARK |
| CAMA Number: | 218-019-000-000 | | 4055 DAVID CREEK RD |
| Property Address: | 164 EATON RD | | JUNCTION CITY, KS 66441 |
| Parcel Number: | 218-020-000 | Mailing Address: | CAPOBIANCO FAM REV TR, JOSEPH |
| CAMA Number: | 218-020-000-000 | | 224 DARLING RD |
| Property Address: | 168 EATON RD | | KEENE, NH 03431 |
| Parcel Number: | 218-021-000 | Mailing Address: | BOYLE, ROSS A & KIM F |
| CAMA Number: | 218-021-000-000 | | 178 EATON RD |
| Property Address: | 178 EATON RD | | SWANZEY, NH 03446 |
| Parcel Number: | 218-026-000 | Mailing Address: | RACE, PETER & LAURIE A |
| CAMA Number: | 218-026-000-000 | | 199 EATON RD |
| Property Address: | 199 EATON RD | | SWANZEY, NH 03446 |
| Parcel Number: | 218-027-000 | Mailing Address: | SNOW, MATTHEW J/SNOW, JOHN L |
| CAMA Number: | 218-027-000-000 | | SNOW, GRETCHEN M |
| Property Address: | 157 EATON RD | | 157 EATON RD |
| | | | SWANZEY, NH 03446 |
| Parcel Number: | 218-028-000 | Mailing Address: | PINARD FAMILY REVOCABLE TRUST |
| CAMA Number: | 218-028-000-000 | | PINARD, STEPHEN R & CATHERINE |
| Property Address: | 147 EATON RD | | 147 EATON RD |
| | | | SWANZEY, NH 03446 |
| Parcel Number: | 218-030-000 | Mailing Address: | RUBELL, ROXANNE |
| CAMA Number: | 218-030-000-000 | | 131 EATON RD |
| Property Address: | 131 EATON RD | | SWANZEY, NH 03446 |

# TOWN OF SWANZEY

**OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT**

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
Web: www.swanzeynh.gov
Address: 620 Old Homestead Hwy


## Memorandum – Office of Planning & Economic Development

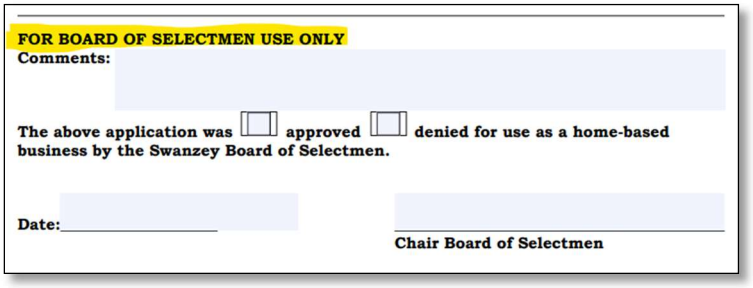
TO: Board of Selectmen

FROM: Adam Paquette, Town Planner

DATE: April 16, 2026

RE: Home Based Business Applications

Home-Based Business applications are currently subject to review by the Board of Selectmen, per the requirement outlined on the last page of the application, seen below:



**FOR BOARD OF SELECTMEN USE ONLY**
**Comments:**

**The above application was ☐ approved ☐ denied for use as a home-based business by the Swanzey Board of Selectmen.**

**Date:**_____

**Chair Board of Selectmen**

This requirement is not codified in our ordinance and creates an unnecessary roadblock for applicants. I recommend removing it and establishing the Planning Board as the sole review authority. As part of our upcoming ordinance audit, I will work with SWRPC to propose revisions that align this section with modern zoning standards and streamline the application process.

My proposed motion reads as follows:

> *I move to amend page 5 of the Home-Based Business application to remove the Board of Selectmen as a review authority, establishing the Planning Board as the sole review authority effective April 23, 2026.*

Thank you for your consideration.

Adam Paquette, Town Planner

GDS Landmark Group
80 Warmac Road
Swanzey, NH 03446

# Invoice

| Date | Invoice # |
|---|---|
| 4/8/2026 | 8719 |

Bill To

Town of Swanzey
620 Old Homestead Hwy
Swanzey NH 03446

| Terms |
|---|
| Net 15 |

| Qty | Description | Rate | Amount |
|---|---|---|---|
| | Rec Dept- Richardson Park, Work Completed 4/6/2026 | | |
| 1 | Brush and log clean up and removal of debris pile. | 850.00 | 850.00 |
| 1 | Trucking Services | 200.00 | 200.00 |
| 1 | Dumping Fee | 150.00 | 150.00 |

Payment terms
Balance due Net 15 from completion of project.

Please sign and return to accept the terms of this quote.

_____Date_____
_

A finance charge of 1.5% will be applied to unpaid balances after 30 days.

gdslandmark@gmail.com
603-315-5909

| | |
|---|---|
| **Total** | $1,200.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $1,200.00 |